



## DEPARTMENT OF THE NAVY **ON-LINE RESUME BUILDER**

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- **HAVE YOU HEARD?** The Department of the Navy has a new On-Line Resume Builder for job applicants.
- **WHAT WILL OUR RESUME BUILDER DO FOR YOU?** Block by block, our Resume Builder will prompt you to enter all the necessary information needed to create an electronic resume. It will even send your masterpiece directly to the appropriate Human Resources Service Center.
- **CHECK OUT OUR NEW BUILDER FEATURES:**
  - \* **C**apability to save your resume in our Builder database and retrieve it for your later use.
  - \* **P**assword-protected log-in process to guard your stored information.
  - \* **S**ecured encryption to protect your sensitive resume information during transmission.
  - \* **I**mmEDIATE confirmation of resume transmission. In addition, if you provide the Builder with a valid email address, a courtesy copy of the Builder-created resume will be emailed to that address.
- **SO ... DON'T DELAY!** Log on to [www.donhr.navy.mil](http://www.donhr.navy.mil). Click on Job Opportunities, and then Jobs, Jobs, Jobs. At the bottom of each and every on-line job announcement is a link to the Builder. Take this opportunity to search for the job that you have always dreamed about and discover how simple and convenient it is to apply for the Department of the Navy civilian positions.
- **LET YOUR ACTIVATED RESUME WORK FOR YOU.** Once you have a resume on file with a Human Resources Service Center, you may use it to apply for other employment opportunities in that Center's serviced area. Read the "How to Apply" section of the applicable job announcement(s) for more information.
- **Please note:** Be careful about submitting duplicate resumes. Many employees are submitting 2, 3 or 4 resumes at a time and often for different SE announcement numbers. Applicants need to realize that the new resume REPLACES the old resume. When duplicate resumes are received, it can be confusing to the HRSC-SE as to what the applicant's real intentions are. Did the applicant send the duplicate resumes by mistake - or did they leave something out or are they trying to put in for more than one job. Additional series/announcement numbers should be requested on line 16 of the additional data sheet or applicants may submit an email for a self-nomination request for any "SE" announcement to the HRSC-SE at [wantajob@se.hroc.navy.mil](mailto:wantajob@se.hroc.navy.mil) with their name, SSN, and the additional series/geographic locations that they wish to add. Contact your HRO for additional information on this procedure.